

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE 1 OF 8 PAGES
2. AMENDMENT/MODIFICATION NO. 004	3. EFFECTIVE DATE June 10, 2011	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY NASA Stennis Space Center Office of Procurement Building 1100, Room 251H Attn: Gerald Norris Stennis Space Center, MS 39529-6000	CODE	7. ADMINISTERED BY (If other than Item 6) Same as Block #6	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code)		(<input checked="" type="checkbox"/>) 9A. AMENDMENT OF SOLICITATION NO. NNS11367739R	(<input checked="" type="checkbox"/>) 9B. DATED (SEE ITEM 11) May 18, 2011
TO ALL PROSPECTIVE OFFERORS		(<input type="checkbox"/>) 10A. MODIFICATION OF CONTRACT/ORDER NO.	(<input type="checkbox"/>) 10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS			

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers _____ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

N/A

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**


(<input checked="" type="checkbox"/>) A.	THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
B.	THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
C.	THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
D.	OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return **1** copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE PAGES 2 - 8.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Gerald Norris	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	16C. DATE SIGNED 6/10/2011
(Signature of person authorized to sign)			

The purpose of this amendment is to answer contractor submitted questions.

1. The following questions were received, and the following responses are hereby provided:

Question 1: Are offerors required to obtain secret clearance prior to contract award or does the Government provide the clearance after award?

Answer: After contract award, the Contractor processes individual security clearances through the Defense Security Service. The Government sponsors contractors for facility clearances under the National Industrial Security Program (NISP). There is no direct charge from NISP associated with this process.

Question 2: Will GSA be providing the decals for the car or will the contractor have to provide them?

Answer: The Contractor has to provide the decals for the vehicles.

Question 3: Who is the current vendor and what is their billable rate with the government per hour?

Answer: Paragon Systems, Inc is the current vendor. The contract is a Firm Fixed Price Contract and does not have a billable rate per hour.

Question 4: The RFP requests a security clearance by the contractor. Who provides and pays for the security clearance? The Government or the Contractor?

Answer: After contract award, the Contractor processes individual security clearances through the Defense Security Service. The Government sponsors contractors for facility clearances under the National Industrial Security Program (NISP). There is no direct charge from NISP associated with this process.

Question 5: Will the Government provide a seniority list for the incumbent personnel to all bidders?

Answer: No. The Government will not provide a seniority list to all bidders. In accordance with the Service Contract Act of 1965 and Federal Acquisition Regulation clause 52.222-41, the Contracting Officer shall turn over such list to the successor Contractor at the commencement of the succeeding contract.

Question 6: Do all of the incumbents currently meet the training and security clearance requirements of the new solicitation?

- a. If not, what training will be required for incumbents during the phase-in period?
- b. Will grandfathering be permitted for incumbents who do not meet the new training and/or clearance requirements?

Answer: Currently all of the incumbent security officers meet the security clearance requirements. There are three security officers that do not meet the requirement for the Security Officer Fundamental Certification Course (SOFCC).

- a) The SOFCC certification is not required during phase-in. Please reference Attachment J-02 for availability of course offerings.
- b) No, incumbent employees must meet all training requirements within the times specified in Attachment J-02 and J-12.

Question 7: What impact will healthcare reform have on this contract, particularly the Health and Welfare benefits mandated by the Service Contract Act? Does the Government plan to allow for price adjustments once the unknown healthcare reform changes are defined and go into effect in 2014?

Answer: At this time the impacts of the healthcare reform are unknown. The Service Contract Act mandates prevailing wage rates in accordance with rates established by the U.S. Department of Labor (DoL) on service contracts in excess of \$2,500. SSC will of course ensure any prevailing wage rates for this area are in accordance with Dept of Labor mandates. If those rates go up, the successful contractor must comply with them. SSC will adjust accordingly in any contract years where the specified DoL rates are increased.

Question 8: Are there any pending union grievances or arbitrations that are currently active and may be applicable to the successor contractor?

Answer: No. None that we are aware of.

Question 9: Are there any canine (K9) services required by this contract?

Answer: No

Question 10: Reference Part V; §3. Past Performance & Safety; Item a. Past Performance (p. 35): This section states: "*Past Performance Information (PPI) shall include the name(s) and contact information for the three (3) most recent (within three years from the offer due date listed on page 1, in Block 8, of the SF1449) and relevant references (whether federal, state, local government, or private industry) for the prime contractor including subcontractors or teaming partners.*" Please clarify if a total of three contracts is required for the team or are three contracts each required for the prime, subcontractors, and teaming partners?

Answer: The prime and each subcontractor and/or teaming partner must provide three relevant references each. Refer to RFP page 32 of 65, ADDENDA TO 52.212-1 – INSTRUCTIONS TO OFFERORS – COMMERCIAL ITEMS paragraph E.

Question 11: Reference Part V; §3. Past Performance & Safety; Item b. Safety; number i (p. 35):

- a. Is the Offeror required to submit each of the two copies of the Safety and Health Program Attachment in a separate volume from the Past Performance & Safety volume or as a separate tab in the Past Performance & Safety volume?
- b. Is the Safety and Health Program Attachment to be completed only by the prime contractor or also by major subcontractors?
- c. If information for the major subcontractors is required, please clarify the definition of a major subcontractor.

Answer:

- a) No, separate volumes are not required. The two copies of the Safety and Health Program Attachment (see page 64 of 65 in the RFP) shall be clearly and specifically marked. Offerors are reminded that Past Performance and Safety information will be inclusive of the Attachment, OSHA Form 300, OSHA Form 300A, and Insurance Carrier endorsement complete with EMR, all for the last three years.
- b) The information requested **SHALL** be provided for the prime contractor, and, if applicable, subcontractors.
- c) There is no definition of 'Major Sub-Contractor'. That is left to the Offeror's discretion.

Question 12: Will the Government please clarify the volumes required for the proposal? For example:

- a. Volume I - Offer (to include SF1449, amendments, applicable clauses, etc.)
- b. Volume II - Management Approach and Relevant Experience (original + two copies)
- c. Volume III - Past Performance & Safety (original + two copies)
- d. Volume IV - Price (original + two copies + one CD)
- e. Volume V - Safety and Health Program Attachment (two copies)

Answer: The Government does not require a proposal to be submitted in volumes. Offerors are to submit the required number of copies requested in the RFP and should ensure information is clearly and separately marked. How proposals are packaged is at the discretion of the Offeror.

Question 13: PWS Section 2.5.1 (p. 9) requires the Offeror to *"propose, identify, and provide to the Government, at a minimum, an experienced PM, Operations Manager (OM), and Training/Safety Specialist."*

- a. *Are these three positions considered "key personnel"?*
- b. *Is the Offeror required to submit resumes for the PM, OM, and Training/Safety Specialist in the key personnel resume format provided as Attachment L-01?*
- c. *Do these resumes count toward the 30-page limit of the Management Approach volume?*

Answer:

- a) Yes, at a minimum. The government will amend the Performance Work Statement (PWS) to identify the Program Manager, the Operations Manager and the Training/Safety Specialist as key personnel.
- b) The Offeror is required to submit resumes (Attachment L-01) for each employee identified as key personnel.

- c) No, the resumes are not included in the 30-page limit for Management Approach.

Question 14: Reference ADDENDA TO 52.212-1 Item, Item (E) SUBMISSION REQUIREMENTS (p. 33) and 1852.215-81 (PROPOSAL PAGE LIMITATIONS), Item (a) (p. 58):

- a. The bolded instructions on Page 33 state: "Note: Tables, Graphs and Charts are exempt for character size requirements, however they must be legible." This appears to conflict with the instructions provided under the table on Page 58, which states: "Arial (non-compressed) type, no smaller than 11 point, may be used in tables, charts, and graphics." Please clarify.
- b. The bolded instructions on Page 33 state: "...using no less than 12 point character size..." The instructions on Page 58 specify "using single-space text not smaller than 12 point non-compressed Arial font." Please clarify.

Answer:

- a) The minimum font for tables, graphs/graphics and charts shall be Arial (non-compressed) 11 point. An amendment will be issued to revise the language shown on page 33 to reflect the same as that shown on page 58.
- b) Single-space text not smaller than 12 point non-compressed Arial font. An amendment will be issued to revise the language shown on page 33 to reflect the same as that shown on page 58.

Question 15: Please clarify the submission requirements for the Past Performance Questionnaire (Attachment L-03).

- a. Is there a deadline for the Offeror to submit the questionnaire to its clients or is the Offeror supposed to include the form in its Past Performance & Safety volume with only the Contract Identification (Part I) section completed?
- b. Will the Government accept electronic submission of the questionnaire and, if so, please provide the email address to which each questionnaire should be submitted.

Answer:

- a) The government has imposed no deadlines in reference to questionnaire submission to its clients. All sections of the questionnaire must be completed and returned with Offeror's proposal.
- b) Electronic submission of the questionnaire is not acceptable. All sections of the questionnaire must be completed and returned with Offeror's proposal.

Question 16: Attachment J-15.1 (Installation Accountable Government Property as of 02/24/11) lists 9mm weapons as Government-furnished equipment (GFE), but the attachment does not list Glock .40 caliber weapons, which are required in this solicitation (per PWS Section 2.1.9.2.1).

- a. Although the Government will be providing the .40 caliber weapons as GFE, is the current guard force qualified with the .40 caliber weapon?
- b. If not, is there an estimated number of hours for weapons transition during the phase-in period?

Answer: SSC is presently working a purchase of Glock 40 weapons for the security officer duty weapon. Weapons should be at SSC in the August timeframe.

- a) The current workforce is not currently qualified. However, they will be qualified with the Glock 40 weapons prior to contract start date.
- b) Not applicable.

Question 17: Will the Government please clarify the requirement for “independently documented evidence” regarding the DART rate, as required in the Safety and Health Program Attachment?

Answer: OSHA form 300, and 300A for the last three years, which includes both the Total Recordable Incident Rate (TRIR), and the Days Away Restricted Transfer (DART) rate, as well as Safety and Health Program Attachment. Regarding Experience Modification Rates (EMR), the Offeror will submit a signed letter from the insurance carrier with the EMRs for the last three years.

Question 18: Reference Attachment J-11.1 (Vehicle Equipment Standards): The Government requires the contractor to install the fully-reflective decals on the side and door panels of the GSA-issued vehicles and to furnish them with video surveillance equipment in addition to the GFE radios.

- a. How many vehicles now meet these requirements?
- b. Are there any additional vehicles that will be required to meet these requirements on the new contract?
- c. Will the successor contractor be allowed to purchase the contractor-provided vehicle equipment from the incumbent?

Answer:

- a) None
- b) No
- c) Yes, if the incumbent so chooses.

Question 19: In the slide “A Unique Federal City” presented during the site visit, it is stated that the SSC site has over 5300 people. Yet, in counting the numbers of the SSC, Shared Service Center, GPO, and NCCIPS shown on the same page, we found only approximately 463 civil servants and 2,074 contractor employees. Is it fair to say the remaining approximately 2,763 people belong to the listed Navy organizations and over 90 other federal, state, and contractor organizations? Does the selected contractor need to process security clearances for all of the 5,300 people, including initial and re-investigations?

Answer: Yes, it is fair to say that the remaining people are employed by other agencies/companies. The selected contractor does not need to process security clearances for the SSC population. Site access/badging workload indicators are identified in Attachment J-02.

Question 20: Is it NASA's intention that Offerors submit these Questionnaires to their references for completion and evaluation and then return them to the respective Offeror for inclusion in the Offeror's proposal? Or, is the Offeror only to include the information asked for on the front portion of these Questionnaires so that the source board can use it to gather the evaluation information from the Offeror's references themselves?

Answer: All sections of the questionnaire must be completed and returned with Offeror's proposal.

Question 21: Is the Offeror permitted to use less than 12 point character size for graphics, figures, charts, tables, etc. as long as they are legible?

Answer: The minimum font for tables, graphs/graphics and charts shall be Arial (non-compressed) 11 point. An amendment will be issued to revise the language shown on page 33 to reflect the same as that shown on page 58.

Question 22: Is it NASA's intent for the Offeror to submit one Volume with separate tabs for each of the following "value characteristics"?

- a. Management Approach
- b. Relevant Experience
- c. Past Performance & Safety
- d. Price

Answer: The Government does not require a proposal to be submitted in volumes. Offerors are to submit the required number of copies requested in the RFP and should ensure information is clearly and separately marked. How proposals are packaged is at the discretion of the Offeror.

Question 23: Is the Safety, Health, and Environmental (SHE) Plan to be submitted with the Offeror's proposal or 10 days after contract award?

Answer: The SHE Plan will be submitted as part of the Offeror's proposal in "Management Approach". After the contract is awarded the SHE Plan will be resubmitted per DRD SA-01.

Question 24: Is it up to the Offeror to determine who the Key Personnel are for this contract?

Answer: Yes. However, at a minimum the government will amend the Performance Work Statement (PWS) to identify the Program Manager, the Operations Manager and the Training/Safety Specialist as key personnel. Note: Program Manager and Project Manager are synonymous.

Question 25: Are there specific personnel positions that NASA has determined as "key"?

Answer: Yes. The government will amend the Performance Work Statement (PWS) to identify the Program Manager, the Operations Manager and the Training/Safety Specialist, at a minimum, as key personnel.

Question 26: If NASA is planning to identify the Key Personnel positions for this contract, will NASA also be providing the personnel requirements / qualifications for these positions, i.e. years of experience, college degree, clearance level, etc.?

Answer: Requirements/qualifications are identified in the PWS and associated attachments.

Question 27: If Key Personnel resumes are required are Letters of Intent for Key Personnel also required?

Answer: No. Letters of Intent for Key Personnel are not required.

Question 28: If Key Personnel resumes (and letters of intent) are required where within the proposal are they to be placed; and, will they count towards the overall page count of a section?

Answer: Resumes for Key Personnel should be part of the Management Approach section and **will not** count towards the overall page count for that section. Letters of Intent are not required.

Question 29: Will NASA permit a Cross-Reference Matrix, which will aid the evaluation process, to be included in the proposal front matter and not have it included in the page count?

Answer: Any and all pages not specifically excluded from the page limitations in the RFP, or as amended, will be counted as inclusive of the page count.

Question 30: We are unable to find this "Safety and Health Program Attachment." Where can we find this document? Please advise.

Answer: Page 64 of 65 in the RFP.